

**Board of Public Works and Safety
Regular Meeting Minutes
November 19, 2012**

The regular meeting of the Board of Public Works and Safety of the City of Franklin, Indiana was called to order at 5:00 p.m. at City Hall, 70 E. Monroe Street, with Mayor Joseph E. McGuinness presiding. Board members Stephen Barnett and Bob Swinehamer answered roll call.

Chief of Police Tim O'Sullivan, Fire Chief John Henderson, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Rick Littleton, Planning Director Krista Linke, Street Commissioner Ron Collins, Clerk Treasurer Janet Alexander, Records Clerk Kathy Cragen, and City Attorney Lynnette Gray were also in attendance.

The reverend Dr. Murphy offered an invocation immediately followed by the Pledge of Allegiance.

Public Comments

Mayor McGuinness asked if anyone present wished to speak on any matter not listed on the agenda. Code Compliance Officer Rhoni Oliver came forward and asked the Board for an extension of time for the dumpster placement in the alley by G.C. Murphy. Ms. Oliver stated that they need to keep the dumpster in place through the 23rd. Mayor McGuinness made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Consent Agenda

Mayor McGuinness presented the consent agenda for approval.

1. Approval of Minutes from meeting held November 2nd & 5th, 2012
2. Board of Works Claims.
 - #111312 RDC-TIF in the amount of \$230,975.48
 - #111012 Sewer Utilities in the amount of \$2,501,231.32
 - #110912 BOW Utilities in the amount of \$47,460.39
 - Payroll in the amount of \$313,919.76
 - #111812 BOW /Sewer Utility in the amount of \$19,174.24
 - #111912 BOW in the amount of \$51,730.72
 - #111712 Sewer Utilities in the amount of \$1,079.53
 - #112112 BOW Utilities in the amount of \$132,902.083
3. Request for Acceptance of Uniform Conflict of Interest Form(s) filed by: Richard Wertz

Mr. Barnett made a motion to approve the consent agenda as presented, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Old Business

Request Use of Interior Lobby Door in City Hall as Exit by FC Coffee Shop

Ms. Lisa Fears, Vice-President of Planning & Technology of Franklin College and her architect Mr. Neil Dixon came forward and repeated their request for permission to use the interior exit door located in the lobby of City Hall as an emergency exit to comply with state regulations. City Attorney Gray stated that she had prepared an agreement to authorize the use of the doorway which would be brought forward at the next meeting if approved. Mr. Swinehamer made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Jackson Street Parking Issues

A discussion was held. Mayor McGuinness made a motion to table this item until the December 17th meeting, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Job Descriptions for Planning & Economic Development Department - Planning Director Krista Linke - Job Description for City Engineer

Planning Director Krista Linke explained that the updates included changes in titles. She also said that the position of Senior Planner will be non-exempt as of January 1, 2013 due to changes in the duties and responsibilities. Ms. Linke asked who the administrative assistant will report to next year. A discussion was held. Mayor McGuinness made a motion to accept the job descriptions as presented, with the senior planner position being changed to non-exempt, and administrative assistant reporting to Ms. Linke, this motion was seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

New Business

2013 Service Contracts between City of Franklin and: (1) Access Johnson County (2) Boys & Girls Club (3) Girl's Inc.; (4) Helpline of Johnson County (5) Johnson County Senior Services

(1) Access Johnson County - Ms. Becky Allen and Ms. Karen Luemann of Access Johnson County presented information about Access Johnson County. A discussion was held. City Attorney Gray stated that the contracts presented this evening are for the same amounts paid last year. She also stated that there have been no changes made to the contracts. However she pointed out that the State of Indiana requires that contractors provide an E-verify form and a certification of no involvement in the Iranian energy industry. These forms must be on file for every contract Franklin enters into. Mayor McGuinness made a motion to approve subject to all necessary paperwork being received, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

(2) Boys & Girls Club - Ms. Teresa McClure presented information about the Boys & Girls Club and provided literature about the services provided. A discussion was held. Mayor McGuinness made a motion to approve subject to all necessary paperwork being received, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

(3) **Girl's Inc.** - Ms. Sonya Ware-Meguiar presented information about Girl's Inc., A discussion was held. Mayor McGuinness made a motion to approve the contract subject to all necessary paperwork being received, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

(4) **Helpline of Johnson County** - Ms. Nancy Plake of Helpline of Johnson County presented an overview of their organization. A discussion was held. Mayor McGuinness made a motion to approve subject to all necessary paperwork being received, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

(5) **Johnson County Senior Services** - Dr. William "Ted" Murphy presented information about Johnson County Senior Services. A discussion was held. Mayor McGuinness made a motion to approve subject to all necessary paperwork being received, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Request for "Dead End" & "Not a Thru Street" Signs

Paris Estates resident Ms. Ellen Paris requested a sign placed at the entrance to Putter Drive notifying drivers that the road comes to a "Dead End" or "Not a Thru Street".

Mayor McGuinness explained that the City is currently in the middle of a city-wide sign inventory and that he is reluctant to add or delete any signs until the inventory is completed.

City Engineer Travis Underhill stated that he thought this inventory should be completed by the end of the year. A discussion was held. Mayor McGuinness made a motion to table the request until the January 7th, meeting, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried and the matter was tabled.

Approval of Contracts - (1) Franklin Window & Door (2) Brown Remodeling for City Hall Window Replacement Project

Director of Operations Matt Zimmerman presented two contracts; one for replacement of windows in City Hall, and the other for repair of the portico on the front of City Hall. A discussion was held concerning the material that the windows were made of and the warranty.

Mr. Swinehamer made a motion to authorize the mayor to sign the contract for the replacement windows, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried. Mayor McGuinness made a motion to approve the contract for the repair of the portico, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Board of Works Resolution No.: 12-06 A Resolution Authorizing the Transfer of Surplus Property

Clerk-Treasurer Janet P. Alexander explained that a resolution is needed when property is transferred. Mr. Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Review and Approval of MOU between City of Franklin and Boyce Forms / Systems and Pricing Addendum - 2013 Boyce Mail Agreement

Sewer Billing Manager Sherry Phillips presented the new 2013 contract. A discussion was held. Mayor McGuinness made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Other Business

Presentation of Proposed 2013 Storm & Sanitary Sewer Utility, and Sewer Billing Budgets

DPW Superintendent Rick Littleton presented the proposed budgets for 2013 for WWTP, Sanitary Sewer, and Sewer Billing. A discussion was held. Mayor McGuinness made a motion to approve the budgets as presented. The motion was seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried. Mr. Littleton presented the Storm Water Utility (MS4) budget. A discussion was held. Mayor McGuinness made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried. Mr. Swinehamer stated that the overall health of these budgets are very good at this time, and that there will be sewer bonds that will pay off in 2014 so he does not foresee any fee increases in the near future.

Request Approval to File Property Tax Liens - Unkempt Property

Clerk-Treasurer Janet P. Alexander requested permission to file property tax liens on the current list of unpaid unkempt property cleanup invoices. Mr. Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Department Reports / Staff Reports

None were offered.

Adjournment

As there was no further business to come before the Board of Works a motion was made and seconded to adjourn. The meeting adjourned at 6:16 p.m.

Respectfully submitted,

Janet P. Alexander, Clerk-Treasurer
Enrolled: 11-29-12

Joseph McGuinness, Mayor

Attest:

Janet P. Alexander, Clerk-Treasurer